

# Allegan County Department of Senior Services



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Allegan, MI 49010  
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<http://www.allegancountycoa.org>

**Allegan County to Award Senior Millage**  
7/23/2008

## **Letters of Intent are due Friday August 8, 2008 at 4:00 PM**

**Allegan** - Allegan County and the Commission on Aging announces the process of available funding for the year 2009 to service providers, and other interested programs that serve the elderly. Senior Millage Funding is available to non-profit, for-profit organizations and governmental agencies that provide direct care, transportation, nutrition, support services and wellness/educational programs to Senior Citizens. **The specific area identified as priorities are:**

### **Nutritional Services**

1. Home Delivered Meals
2. Congregate Meals
3. Other Meal Options

### **Home and Community Based Services**

1. Adult Day Services
2. Homemaker and Chore Services
3. Personal Care
4. In-Home Respite Care

### **Transportation Services**

1. Volunteer Transportation
2. Other Specialized Services

### **Outreach and Social Services**

1. Nutritional and Functional Assessments
2. Community Referral and Case Coordination

### **Public Education**

1. Wellness Programs
2. Caregivers Support / Education/Training
3. Senior Empowerment and Advocacy

### **Telephone Assurance and Friendly Visitor/Companion**

1. Senior 1:1 contact via telephone or home visits

### **Time Frames**

July 25, 2008 – August 8, 2008	Public Announcement of Letters of Intent
August 13, 2008	Review Letters
August 15, 2008	Notify Selected Applicants for RFP
August 22, 2008 1:00 – 4:00	Question and Answer Session with Applicants
September 15, 2008	Proposal Deadline – Due by noon
September 16, - 21, 2008	Proposal Review Committee
September 23, 2008	COA final approval
<b>September 25, 2008</b>	<b>BOC Meeting and Request for Action</b>

### **Mission Statement**

"To serve seniors by developing and coordinating services that support their independence, maintain their dignity, and preserve their quality of life"

# SENIOR SERVICE MILLAGE FUNDS



## LETTER OF INTENT COVER PAGE

Submit **five** hard copies of the Letter of Intent and the required materials by  
4:00 PM August 8, 2008

Allegan County Department of Senior Services  
325 Water Street, Allegan, MI 49010

Legal Name of Organization	Executive Director/CEO
Address of Organization	
Contact Person (if different from Executive Director)	Title
Phone:	FAX:
E-mail:	
Project Title:	Requested Amount:
Private Non-Profit yes _____ no _____ Tax ID# _____ If no, List name and address of fiscal agent:	
Geographic area served:	
Target Population:	Program Service(s)

### Letter of Intent

Please use the following format to describe the intended use of the Senior Millage Funds, limiting the description to two pages (12 point font, one inch margins). **The Letter of Intent is the initial review process to determine those agencies who will be selected to participate in the RFP application.**

1. Introduce your organization and link your mission to the needs of seniors in Allegan County.
2. Describe the services you intend to provide and indicate the desired impact that it will have to your target population.
3. How will you measure and evaluate the results of your services. Be specific regarding the community needs and or issues that your program will address.
4. Outline other financial resources and community partners you have identified to assist with the delivery of services; or other sources of funding secured, applied for and proposed for this project or services.

### Attachments

- Attach a copy of the 501 © (3) designation letter of organization or fiscal agent unless your organization is a governmental agency.
- Attach a projected budget for the project.
- Attach a list of the organization's Board of Directors with contact information and e-mail addresses.

\_\_\_\_\_  
Signature of Executive Director/CEO Date

\_\_\_\_\_  
Signature of Board of Directors Chair Date